

HOW TO PAY FEES AND SEARCH INVOICES

For Technical and Non-Technical Issues

Contact **ATL311.com** or **404-546-0311** to create a case.

HOW TO PAY FEES AND SEARCH INVOICES

Dashboard Home Apply My Work Today's Inspections Map Report Pay Invoices Search Calendar

information has changed, please log into ATLCORE and update your business account information.

My Permits

Attention 0	Pending 0	Active 0	Draft 0	Recent 0
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[View My Permits](#)

My Plans

Attention 0	Pending 0	Active 0	Draft 0	Recent 0
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[View My Plans](#)

My Inspections

Requested 0	Scheduled 0	Closed 0
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[View My Inspections](#)

My Invoices

Current 1	\$125.00	Add To Cart
Past Due 0	\$0.00	
Total 1	\$125.00	Add To Cart

[View My Invoices](#)

From your **Dashboard**, navigate to **MY Invoices**.

Click **Add to Cart** or **View My Invoices** to go to invoices to choose the invoice of your choice.

HOW TO PAY FEES AND SEARCH INVOICES_(cont'd)

Shopping Cart

Invoice: [INV-00003993](#)

Due Date: 03/13/2021

Description: GBL-0221-01309

Case Number	Project	Case Address	Amount Due
GBL-0221-01309		300 300, Stop St Atlanta 30303-____	\$125.00

Total \$125.00

Check Out

\$125.00

Remove

[Top](#) | [Main Menu](#)

Add to Cart:

- From the **Shopping Cart**, click **Check Out**.
- Navigate to payment portal to complete the transaction.

Total \$125.00

Check Out

HOW TO PAY FEES AND SEARCH INVOICES_(cont'd)

My Work

MY INVOICES

MY LICENSES

Search...

Add To Cart

Display

Unpaid

for

All Invoices

Export to Excel

<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
<input type="checkbox"/>	INV-00003993	\$125.00	03/13/2021	Due	GBL-0221-01309	300 300, Stop St Atlanta, 30303-____

Invoice Number: INV-00003993

Add To Cart



Invoice Total: \$125.00

Status: Due

Invoice Date: 02/11/2021

Due Date: 03/13/2021

Description: GBL-0221-01309

Primary Fees

Misc Fees

Payments

Attachments

Contacts

Primary Fees

Sort Fee Name

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Application Processing Fee	\$75.00	\$75.00	GBL-0221-01309	Business License	
Zoning Processing Fee	\$50.00	\$50.00	GBL-0221-01309	Business License	

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From My Work: View My Invoices:

- Click the invoice for your business.
- Review fees.
- Click **Add to Cart**.
- Navigate to payment portal to complete the transaction.

HOW TO PAY FEES AND SEARCH INVOICES_(cont'd)

Dashboard

Home

Apply

My Work

Today's Inspections

Map

Report

Pay Invoices

Search

Calendar

Invoice Search

Search using entire invoice number, including any prefixes or suffixes

Search

No unpaid invoice found

Invoice Number: INV-00003993

Pay Now

Invoice Total: \$125.00

Status: Due

Description: GBL-0221-01309

Invoice Date: 02/11/2021

Due Date: 03/13/2021

Primary Fees

Misc Fees

Payments

Attachments

Contacts

Primary Fees

Sort Fee Name

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Application Processing Fee	\$75.00	\$75.00	GBL-0221-01309	Business License	
Zoning Processing Fee	\$50.00	\$50.00	GBL-0221-01309	Business License	

Results per page 10 1 - 2 of 2 << < 1 > >>

From your **Dashboard**, navigate to **Pay Invoices**.

- Enter the **Unpaid Invoice** number.
Ex. INV-00003993.
- Click **Search**.
- The **Invoice Number** screen will appear with the desired invoice.